

CHAPTER 8

CAPITAL ASSET ACCOUNTING

SCOPE

This chapter addresses the accountability for capital assets purchased by the State of Indiana – how capital assets records are maintained, how such assets are reported for financial reporting purposes, and the responsibility of agency personnel regarding such assets. Also included is general guidance for capital asset accounting in the ENCOMPASS financial system, rules on the disposition of surplus property, and federal requirements for capital assets purchased with federal funds.

8.1 STATUTORY AUTHORITY

IC 4-13-1, Sec. 20 (b), regarding the Department of Administration, states in part: “The department shall do both of the following: (1) Provide for the periodic inspection, appraisal, and inventory of all of the state's property. (2) Require reports from each state agency concerning the property in the custody of each state agency.”

IC 4-20.5-6, Sec. 3, regarding real property, states: “The department shall provide for the periodic inspection, appraisal, and inventory of all of the state's property, and shall require reports from agencies concerning the property in their custody.”

Capital asset inventories are monitored to ensure compliance and accountability by IDOA through cooperation of the agencies, the Auditor of State, and the State Board of Accounts. Agency officials are ultimately responsible for the accountability and security of all assets.

8.2 ACCOUNTING THEORY

8.2.1 Financial Reports – State of Indiana CAFR

The State Comprehensive Annual Financial Report (CAFR) is compiled and audited each fiscal year. This report is vital to the State's bond rating and must be prepared in accordance with generally accepted accounting principles (GAAP), which requires capital assets to be included at cost (or estimated cost) and depreciated over the useful life of the asset. In order to obtain this financial information, each agency must maintain certain required information in the asset module of ENCOMPASS.

8.2.1.1 *What are capital assets?*

As defined in GASB 34, capital assets include all of the following, assuming a useful life of greater than one year:*

- Land (including right of way, easements)*
- Improvements to Land*
- Infrastructure (roadways, bridges, etc.)*
- Buildings*
- Improvements Other than Buildings*
- Transportation Equipment*
- Machinery and Other Equipment*
- Construction in Progress*

8.2.1.2 *Asset depreciation and accounting*

Except for land and inexhaustible collections, certain infrastructure reported under the modified approach (see GASB 34) and construction in progress, which will be moved to an asset category when completed, assets are required to be depreciated over the useful life of the asset.

Improvements and repairs which allow an asset to continue to be used during its originally established useful life are expensed as a maintenance expense rather than being capitalized (added to the asset value). Improvements and repairs which extend the useful life of an asset are called preservation costs and should be capitalized for all capital assets, with the exception of certain infrastructure which is reported under the modified approach. Additions and improvements which

** Government Accounting Standards Board, Statement 34*

increase the capacity or efficiency of the asset should be capitalized for all assets, including all infrastructure.

With a few exceptions, all depreciation set up and calculations will be run by the AOS only.

8.2.1.3 Capital Asset Policy

The capital asset policy for Indiana State Government, which includes details of capitalization and depreciation, is maintained by the Auditor of State and can be found at <http://auditor.in.gov/finance/capitalassetpolicy.htm>

8.3 INTERNAL CONTROL

Agency personnel are responsible for accountability for all assets under their control, including capital assets. Adequate asset management staff should be assigned to recording and maintaining, on the ENCOMPASS financial system, all capital assets with a cost greater than \$500. Assets are automatically capitalized upon approval by either the BU approver or AOS approver. Controls should be in effect to assure that additions, disposals, and transfers to other departments or agencies are recorded timely. Inventories of these assets should be performed each year in each department and compared to the ENCOMPASS listing. Results of inventories should be retained for audit purposes.

Capital assets with a cost \$500 or less may be included in ENCOMPASS Asset Management at the agency's option.

8.4 BUSINESS PROCESSES

8.4.1 Acquisition of Capital Assets

The preferred process for acquisition of capital assets is through ePro purchasing. If the correct accounts are used for asset purchases (55xxxx), the asset will automatically be converted from an expense (55xxxx) to an asset (15xxxx) and loaded into the asset management database.

8.4.1.1 Donated Assets

Donated assets should be entered directly into Asset Management at estimated fair value at the date of acquisition.

8.4.1.2 Required Chartfields

For all assets with cost (if donated asset, market value) above \$500, Tag number, Custodian and Location are required asset fields in order to load an asset to Asset Management (AM). These fields must be completed when the asset is delivered to and accepted by the agency receiver; or, if the actual receiver is offline, the entry person recording from the receiver must enter this information. Agency management should assess, and in some cases change, their business processes in order to provide this information to the person receiving the asset into ENCOMPASS.

If an asset is processed into AM at a cost of less than \$500, these fields (Tag number, Custodian and Location) are not required; however, in the event that an error was made and the cost of the asset is later changed to an amount exceeding \$500, it is the responsibility of the Asset Entry person to record these fields.

Other information which must be maintained includes the Asset Category, Asset Type, Acquisition Date, Asset Description, Asset Acquisition Cost, Purchasing Fund, Serial Number (if applicable), VIN Number (vehicles) and, if purchased with federal funds or a capital project, the project number involved.

Tags may be purchased through QPA #10781 from ID Label in ePro.

8.4.1.3 Asset Profile ID

In the process of purchasing an asset, an asset profile ID must be selected; this asset profile ID will assure that the correct useful life and depreciation is applied in Asset Management. If your asset doesn't fit any of the available profile IDs as listed in Appendix 8.5.3 at the end of this chapter, please call the AOS finance department.

8.4.2 Transfer/Disposal of Capital Assets

All transfers, sales, retirements and other disposals of capital assets must be processed through and approved by State Surplus Property division of IDOA by submitting Form 13812, Notification of Surplus State-Owned Property.

8.4.2.1 Transfer of Capital Assets to Another State Agency

If an asset is being transferred from one agency to another, the “donator” agency will generate the Transfer process in ENCOMPASS Asset Management. The “receiving” agency must manually assign a new asset tag number to the asset. The acquisition date and original cost for the asset do not change. The fund number for the asset must be changed to a “receiving” agency fund number. When the transfer is made, the asset cost and accumulated depreciation will be automatically transferred as well.

8.4.2.2 *Transfer by Sale of Capital Asset to Other State Agency*

A sale of an asset to another state agency must also be approved by State Surplus or, in the case of motor vehicles, trailers, and INDOT road equipment, IDOA Fleet Management. State Surplus or Fleet Management will work with the agency to determine the type of sale, location, etc. Net proceeds, after selling costs of Surplus or Motor Pool, are subsequently credited to the selling agency.

8.4.3 *Retirement of Capital Assets*

The Department of Administration establishes guidelines and requirements relating to the retirement of agency assets. Generally, surplus property may be considered “retired” if disposed of in any of the following ways:

- *Sent to Surplus property division (AM Retirement Code - State Surplus)
- *Trade-in on another asset from an outside party; since a purchase is involved here, IDOA Procurement must be involved as well as Surplus; requisitions for the new items must include the price without trade-in, the trade-in value, and the price with trade-in. (AM Retirement Code – Traded in for Another Asset)
- Scrap when no other disposition is efficient or economical; contact the Recycling Program Manager in the Operations Division of the Department of Administration prior to disposal. (AM Retirement Code – Scrapped Asset)
- *Sell at public auction or by sealed bid; Surplus Property will determine method of sale’ Net proceeds, after costs of Surplus or Motor Pool, are credited to the selling agency. (AM Retirement Code – Retirement by Sale)
- *Sell to local unit of government by sealed bid; Surplus Property will assist. Net proceeds, after costs of Surplus or Motor Pool, are credited to the selling agency. (AM Retirement Code – Retirement by Sale)
- Stolen assets should be reported to the Capital Police prior to processing retirement. (AM Retirement Code – Disposal Due to Theft)
- Assets destroyed by flood, fire, etc. Document the event resulting in the loss. (AM Retirement Code – Casualty Loss)

- Retirement in system due to duplicate entry (AM Retirement Code – Duplicate) All retirements, whether or not State Surplus is involved, must be recorded in the ENCOMPASS Asset Management system, including accounting for any money received..

**Must have prior permission of State Surplus Property Division or, in the case of vehicles, Fleet Management*

8.4.4 Leased Assets

If a capital asset is acquired through a lease contract, this must be indicated in the checkbox when the purchase order is created. Purchase order staff should take care to NOT enter an asset profile or flag as an asset. The fiscal department of the Department of Administration will review all lease contracts and enter applicable information into the Asset Management system, thus determining whether a “capital” or “operating” lease. If a “capital” lease, financial information, including depreciation, for the asset will be maintained the same as for a purchased asset.

All lease contracts must be processed as established by the Department of Administration.

8.4.5 Assets Purchased with Federal Funds or through Capital Projects

If assets are purchased with federal funds and/or through a capital construction project, this information will be maintained in Project Costing. When completed, the asset is sent to AM by the PC Asset Integration Manager.

The title of equipment purchased by an agency with federal funds, in whole or in part, vests with the State. The agency is to use, manage, and dispose of the asset in accordance with State laws, rules, and procedures. The asset shall be used by the agency in the program or project for which it was acquired for as long as needed, whether or not the project or program continues to be supported by federal funds.

Property records must be kept in compliance with state rules. In addition, the records must include the percentage of federal participation in the cost of the asset, the location, use and condition of the asset, and ultimate disposition data including the date of disposal and any sales price. Agencies should maintain this information on the ENCOMPASS financial system. Records showing proper disposition of the asset should be maintained at least three years from date of disposition.

8.4.6 Physical Inventories

Each year a physical inventory is to be taken and compared to the master listing from the ENCOMPASS Asset Management system. This helps to ensure the asset inventory is accurate and that assets have not left the agency without authorization. It also aids in identifying unused or obsolete assets. Evidence of the physical inventory must be maintained in the agency's records.

8.5 APPENDICES

8.5.1 Capital Asset Policy

The official capital asset policy of the State of Indiana, as established by the Auditor of State and approved by the Indiana Department of Administration, is located at <http://auditor.in.gov/finance/capitalassetpolicy.htm>

8.5.2 Capital Asset Categories, Profiles and Expense Accounts

CAPITAL ASSET CATEGORIES AND PROFILES – ENCOMPASS FINANCIAL SYSTEM			
CATEGORY	PROFILE	DESCRIPTION/COMMENTS	ACCT #
101 LAND		Non depreciable land purchases, including easements with indefinite useful lives	551101
	10101 – Land Purchases	General Land purchases	
	10102 – Right of Way	Land Purchase for highway right of way	
	10104 – Condemnation	Becomes part of land cost	
	10109 – Permanent easements, other than Right of Way	Easements for access, construction, etc. Use only if indefinite life, no end date	
	10110 – Conservation Land Rights	With indefinite lives; use only if indefinite life, no end date	
110 ASSOCIATED LAND COSTS		Non depreciable; becomes part of land cost	551110
	11001 - Incentive Payment - Land Value	Additional payment to seller	
	11060 - Incentive Payment - Relocation	Relocation payment to seller	
	11099 - Other Assoc Land Costs		
120 TEMPORARY LAND RIGHTS		Amortizable; for land rights with noted beginning and end date; New category; created especially for amortization of land as required by GASB 51	551120
	12001 – Conservation Land Rights	With definite lives; DNR uses	

		<i>extensively</i>	
	12002 – Land Easements	<i>With definite lives</i>	
	12003 – Water Rights	<i>With definite lives</i>	
	12004 – Timber Rights	<i>With definite lives</i>	
	12005 – Other Temp. Land Rights	<i>With definite lives</i>	
130 SITE IMPROVEMENTS		<i>Depreciable types of infrastructure; formerly in 151, but need to be depreciated</i>	551130
	13002 - Septic System		
	13003 - Sewer System		
	13005 - Water System		
	13006 - Streets		
	13007 - Sidewalks/Curbs		
150 LAND DAMAGE IMPROVEMENTS		<i>Non depreciable; becomes part of land cost</i>	551150
	15099 – Other Land Damage Improvements	<i>Necessary to correct land damage in order to prepare land for service</i>	
151 IMPROVEMENTS TO LAND		<i>Non depreciable; becomes part of land cost; an improvement to land that would increase the value of the land</i>	551151
	15101 - Well		
	15108 - Land/Improvements - Electrical	<i>Underground electrical lines</i>	
	15109 - Land/Improvements - Gas	<i>Underground gas lines</i>	
	15110 - Land/Improvements - Water	<i>Underground water lines</i>	
	15199 - Improvements to Land - Misc		
160 HWY RELOCATION REIMBURSEMENT		<i>Non depreciable; becomes part of land cost</i>	551160
	16099 - Other Hwy Relocation Reimburse	<i>Relocation costs for seller to move to another location for highway construction projects</i>	
161 ANTIQUES & INEXHAUSTIBLE COLLECTIONS		<i>Non depreciable; collections to be retained indefinitely or, if sold, replaced with a similar collection</i>	551161
	16101 – Antiques & Inexhaustible		

	<i>Collections</i>		
	<i>16102 - Works of Art</i>		
<i>170 LAND ACQUISITION PROF SERVICE</i>		<i>Non depreciable; becomes part of land cost</i>	<i>551170</i>
	<i>17099 - Other Land Acq Prof Services</i>	<i>Surveying, legal costs, etc.</i>	
<i>301 BUILDINGS</i>		<i>Depreciable; profiles self explanatory</i>	<i>555301</i>
	<i>30101 – Building-Office</i>		
	<i>30102 – Garage</i>		
	<i>30103 – Storage</i>		
	<i>30104 – Lab Test Building</i>		
	<i>30105 – Shop</i>		
	<i>30106 – Weigh Station Bldg</i>		
	<i>30107 – Rest Area Building</i>		
	<i>30108 – Gas House</i>		
	<i>30109 – Salt Storage</i>		
	<i>30110 – Unit building</i>		
	<i>30111 – Hospital/Infirmary</i>		
	<i>30112 – Residential</i>		
	<i>30113 – Dorms/Cottages</i>		
	<i>30114 – Recreation</i>		
	<i>30115 – Chapel</i>		
	<i>30116 – Education</i>		
	<i>30117 – Kitchn/Din/Laundry</i>		
	<i>30118 – Power House</i>		
	<i>30119 – Water/Sewage Bldg</i>		
	<i>30120 – Greenhouse</i>		
	<i>30121 – Armory</i>		
	<i>30122 – Wash Bay</i>		
	<i>30123 – Concession</i>		
	<i>30124 – Fish Hatchery</i>		
	<i>30125 – Historical Bldg</i>		
	<i>30126 – Hotel, Motel, Inn</i>		
	<i>30127 – Apartment House</i>		
	<i>30128 – Warehouse</i>		
	<i>30129 – Cell House</i>		
	<i>30130 – Industrial Complex</i>		
	<i>30131 – Fire Station</i>		
	<i>30132 – Gate House</i>		
	<i>30133 – Barber Shop</i>		
	<i>30134 – Farm Buildings</i>		
	<i>30135 – Bakery</i>		
	<i>30136 – Mill (Feed or Saw)</i>		
	<i>30137 – Pump House</i>		
	<i>30139 – Paint/Coal Shed</i>		

	30140 – Lab Test Building		
	30142 – Refrigeration Building		
	30143 – Coal Bunker		
	30144 – Multi-purpose Bldg		
	30145 – Incinerator Building		
	30199 – Building-Misc.		
351 IMPROVEMENTS TO BUILDINGS		Depreciable; should include cost of subsequent additions or improvements that increase functionality (effectiveness or efficiency) or extend useful life of building. but exclude cost of repairs, which should be expensed.	555351
	35101 – Doors/Windows		
	35103 – Roof/Waterproofing		
	35104 – Air cond/heating		
	35105 – New rooms/wings		
	35106 – Remodeling		
	35107 – Electrical replace		
	35108 – Exterior Lighting		
	35109 – Ventilation System		
	35110 – Painting		
	35112 – Boiler Replacement		
	35113 – Pool		
	35114 – Elevator		
	35115 – Fire Escape		
	35116 – WaterTempRegulator		
	35117 – Coal Bunker		
	35118 – Coal Conveyor		
	35119 – Insulation		
	35122 – Fire Alarm System		
	35124 – Air Handling Unit		
	35125 – Bell System		
	35126 – Flight Deck		
	35199 – Misc Improv to Bldgs		
401 STRUCTURES OTHER THAN BUILDINGS		Depreciable; other structures not considered as infrastructure	555401
	40101 – Water Tower		
	40102 – Wall/Perimeter Struct		
	40103 – Tunnel		
	40104 – Sewage Dump Station		
	40106 – Boat Dock		
	40107 – Control, Entry Gate		
	40109 – Diving Platform		

	40110 – Fire Tower		
	40111 -- Barn		
	40112 – Shelter, Picnic		
	40114 – Radio Towers (ITSS)		
	40115 – Sewage Lift Station		
	40116 – Ball Court or Field		
	40117 – Fence		
	40118 – Fishing Pier		
	40119 – Toilet		
	40121 – Shooting Shelter		
	40122 – Ramps		
	40123 – Amphitheater		
	40124 – Bridge		
	40125 – Boat House		
	40126 – Mobile Home		
	40127 – Statue		
	40129 – Fish Ladders		
	40130 – Hatchery Ponds		
	40131 – Fish Cleaning Station		
	40199 – Salt Storage Racks		
451 IMPROVEMENTS TO STRUCTURES OTHER THAN BUILDINGS		Depreciable; should include cost of subsequent additions or improvements that increase functionality (effectiveness or efficiency) or extend useful life of building. but exclude cost of repairs, which should be expensed	555451
	45101 – Painting		
	45102 – Exhaust System		
	45103 – Irrigation System		
	45104 – Sidewalk/Steps		
	45105 – Doors/Windows		
	45106 – Roof		
	45107 – New addition		
	45108 – Electrical		
	45109 – Exterior Lighting		
	45110 – Fencing		
	45112 – Furnace		
	45113 – Fire Alarm System		
	45114 – Water Treatment Sys		
501 OFFICE EQUIPMENT		Depreciable; not to include maintenance contract costs, which should be expensed	555501
	50104 – Calculator		
	50105 – Cash Register		

	50106 – Ck Writing Machine		
	50107 – Copy Machine		
	50108 – Dictating/Transcribing		
	50109 – Fans		
	50110 – Mail Processing Eq		
	50111 – Paper Cutter		
	50112 – Printing Equipment		
	50113 – Public Address Eq		
	50114 – Safe		
	50115 – Shredder		
	50117 – Typewriter		
	50120 – Date/Time Stamp		
	50121 – CopyMachineCounter		
	50122 – Electric Letter Opener		
	50124 – Binding Machine		
	50125 – Word Processor		
	50126 – Rotary Files		
	50127 – Phone/Fax Machine		
	50128 – Laminator		
	50129 – Telecopier		
	50132 – Employee Lockers		
	50133 – Intercom		
	50135 – Time Clock		
	50136 – Bulletin Board		
	50150 – Hole Punch		
	50199 – Misc. Office Equip.		
502 HOUSEHOLD, KITCHEN, LAUNDRY		Depreciable; profiles self explanatory	555502
	50202 – Chairs		
	50203 – Dehumidifier		
	50204 -- Dishwasher		
	50205 – Disposal		
	50206 – Food Slicer		
	50207 – Freezer		
	50208 – Heater		
	50209 – Humidifier		
	50210 – Incinerator		
	50211 – Mixer/Sm. Appliances		
	50213 – Oven (all types)		
	50214 – Range		
	50215 – Refrigerator		
	50216 – Tables		
	50217 – Dining Tables		
	50218 – Television		
	50219 – Vacuum Cleaners		
	50220 – Washing Machines		
	50221 – Dryers		

	50222 – Ironers		
	50224 – Floor Scrubber		
	50226 – Ice Maker		
	50227 – Potato Peeler		
	50229 – Kitchen Steamer		
	50230 – Waxer/Buffer		
	50231 – Water Softener		
	50234 – Popcorn Machine		
	50235 – Electric Cutters		
	50236 – Hot Cart		
	50237 – Grill		
	50241 – Coffee/Tea Maker		
	50243 – Scales		
	50247 – Toaster		
	50249 – Sink		
	50250 – Large Appliances		
	50251 – Food Warmer		
	50252 – Steam Units		
	50253 – Fry Saver		
	50254 – Carts		
	50256 – Kettle		
	50258 – Drink Dispenser		
	50259 – Boiler		
	50261 – Range hood		
	50262 – Kitchen Units		
	50264 – Stove (wood,coal)		
	50266 – Food Choppers		
	50267 – Kitchen Cabinet		
	50270 – Folder		
	50272 – Dry Cleaning Equip		
	50273 – Household Cleaners		
	50274 – Laundry Equipment		
	50280 – Griddle		
	50281 – Microwave		
	50283 – Serving Pans		
	50285 – Vat		
	50286 – Shelving		
	50299 – Miscellaneous		
503 OFFICE FURNITURE		Depreciable; profiles self explanatory	555503
	50301 – Bookcases		
	50302 – Chair		
	50304 – Desk		
	50305 – Filing Cabinet		
	50307 – Storage Cabinet		
	50308 – Table		
	50310 – Credenza		

	50311 – Shelf		
	50312 – Sofa		
	50313 – Bench		
	50314 – Modular Work Sta.		
	50316 – Carpet		
	50318 – Lektriever		
	50319 – Shelving Unit		
	50320 – Podium		
	50323 – Wall Partition		
	50325 – Cart		
	50399 – Misc. Office Furniture		
505 AUTOMOBILES		Depreciable; profiles self explanatory	555505
	50501 – Automobile		
	50502 – Pursuit Vehicle		
506 STA WAGON, VAN,SUV		Depreciable; profiles self explanatory	555506
	50601 – Station		
	50602 – Bus		
	50603 – Four-wheel drive SUV		
	50604 – 12 Passenger van		
	50605 – Van		
	50606 – Carry All		
	50607 – Ambulance		
507 PICK UP TRUCKS		Depreciable; profiles self explanatory	555507
	50701 – ½ Ton Pickup		
	50702 – Truck with Cap		
	50703 – Pickup Cap		
508 MED/HVY TRUCKS		Depreciable; profiles self explanatory	555508
	50801 – ¾ Ton Truck		
	50802 – 1 Ton Pickup Truck		
	50803 – 1 Ton Dump Truck		
	50804 – 1 Ton Flatbed Truck		
	50805 – Other Med/Hvy Trk		
	50806 -- Trailers		
	50808 – Hvy Construction Eq		
	50809 – Trk Refrigeration Unit		
	50810 – Semi-Tractor/Trailer		
509 GRADERS		Depreciable; graders for construction sites	555509
	50902 – Self Propelled Grader		

	50903 – Grader Blade		
	50904 – Highway Grader		
510 MOWERS		Depreciable; profiles self explanatory	555510
	51001 – Brush Cutter		
	51002 – Edger		
	51004 – Rider Mower		
	51005 – Trimmer		
	51008 – Other Attachments		
	51009 – Non-riding Mower		
	51010 – Leaf Blower		
511 TRANSPORTATION EQUIPMENT		Depreciable; profiles self explanatory	555511
	51101 – All Terrain Veh-ATV		
	51105 –Tucker Snocat Groom		
	51106 – Trailer		
	51107 – Battery Operated Trk		
	51109 – Flail	Manual threshing equip	
	51110 – Striping Machine		
512 SNOW PLOWS/SNOW EQUIP		Depreciable; profiles self explanatory	555512
	51201 – Snow Plow		
	51202 – Snow Blower		
	51203 – Snow Blade		
	51299 – Misc. Snow Equip.		
513 CONSTRUCTION AND ENGINEERING EQUIPMENT		Depreciable; profiles self explanatory	555513
	51301 – Anvil		
	51303 – Crane		
	51304 – Earthmover		
	51305 – Forklift		
	51306 – Front end Loader		
	51307 –Posthole Digger		
	51308 – Scaffold		
	51309 – Drafting Equipment		
	51310 – Backhoe		
	51311 – Transit		
	51312 – Bulldozer		
	51313 – Equip.Attachment		
	51314 – Cement Equipment		
	51315 – Distance Measure		
	51317 – Plotter Sterio		
	51318 – Trencher		
	51319 – Lumber Planer		

	51321 – Excavator		
	51322 – Warning Signs		
	51323 – Payloader		
	51324 – Stump Cutter		
	51399 – Misc. Const/Eng. Eq.		
514 BUILDING & PLANT EQUIPMNT		Depreciable; profiles self explanatory	555514
	51401 – Alarm System		
	51402 – Air Conditioning Sys		
	51404 – Forklift		
	51405 -- Furnace		
	51406 – Generator		
	51407 – Pump		
	51409 – Transformer		
	51410 – Water Cooler		
	51411 – Emergency Lights		
	51412 -- Boiler		
	51413 – Air Compressor		
	51407 – Air Lift		
	51420 – Sewage Grinder		
	51421 – Conveyor		
	51422 – Water Heater		
	51424 – De-aerator		
	51425 – Water Softener		
	51431 – Ventilation System		
	51432 – Regulator		
	51438 – Chemical Tank		
	51439 – Shelving		
	51442 – Hydraulic Sewage Clnr		
	51499 – Misc. Bldg/Plant Eq.		
515 MANUFACTURING EQUIPMENT		Depreciable; profiles self explanatory	555515
	51503 – Sawmill		
	51512 – Furniture Making Eq.		
	51513 – Sealer Machine		
	51516 – License Plate Equip.		
	51517 – Tailoring Equipment		
	51518 – Hwy Sign Equipment		
	51519 – Soap Making Equip.		
	51521 – Print Shop Equipment		
	51524 – Food Processing Eq.		
516 DESIGN & LOCATION ENGINEERING EQ.		Depreciable; profiles self explanatory	555516
	51601 – Drafting Equipment		

	51602 – Blueprint Machine		
	51603 – Survey Equipment		
517 ENGINEERING/TESTING/SAFETY EQUIPMENT		Depreciable; profiles self explanatory	555517
	51701 – Geology Equipment		
	51702 – Mining Equipment		
	51707 – Equipment Cleaner		
	51708 – Auger	Tool for boring holes in ground	
	51709 – Safety/Hazard Testing		
	51711 – Industrial Safety Eq.		
	51712 – Mine Safety Equip.		
	51713 – Industrial Hygiene Eq.		
518 PAVING/MAINTENANCE EQUIPMENT		Depreciable; profiles self explanatory	555518
	51801 – Roller		
	51802 – Sweeper		
	51803 – Tar Pot		
	51804 – Paver, Bit		
	51805 – Jackhammer		
	51806 – Mud Jack		
	51808 – Pavement Test Eq.		
	51809 – Road Crack/Joint Sealer		
	51810 – Line Marker		
	51811 – Striping Machine		
520 TRAFFIC REGULATORY EQUIPMENT		Depreciable; profiles self explanatory	555520
	52001 – Traffic Counter		
	52003 – Traffic Detector		
	52005 -- Recorder		
521 MEDICAL AND LABORATORY EQUIPMENT		Depreciable; profiles self explanatory	555521
	52102 – Microscope		
	52107 – Hospital Bed		
	52105 – Wheelchair		
	52116 – Oxygen Equipment		
	52117 – X-ray Equipment		
	52119 – Autoclave		
	52120 – EKG Machine		
	52121 -- Chromatograph		
	52122 – Spectrophotometer		
	52124 – Incubator		
	52128 – Distillery Still		

	52129 – Pharmacy Equipment		
	52130 – Scales		
	52131 – Optical Equipment		
	52132 – Exam Table		
	52133–ElectroencePhalograph		
	52134 – Sterilizer		
	52135 – Blood Testing Equip.		
	52136 – Therapy Equipment		
	52137 – Dental Equipment		
	52156 – Meters		
	52157 – Geiger Counter		
	52163 – Field & Test Equip.		
	52164 – Biological Equip.		
	52165 – Chemical Equip.		
	52166 – Radiological Equip.		
	52174 – Biochemistry Lab Eq.		
	52175 – Clinical Lab Equip.		
	52176 – Speech/Hearing Eq.		
	52180- Ultraviolet Light		
	52194 – Dressing/Utility Cart		
	52195 – Medical Locker		
	52196 – Thermometer		
	52197 – Defibrillator Monitor		
	52199 – Misc Med/Lab Equip.		
522 EDUCATIONAL EQUIPMENT		Depreciable; profiles self explanatory	555522
	52202 – Projector		
	52203 – Chalkboard		
	52204 – Braille Writer		
	52205 – Tape Recorder		
	52207 – Tape Reader		
	52208 – Video Monitor		
	52212 – TV Camera		
	52213 – Video Equipment		
	52214 – Slide Set		
	52216 – Films		
	52217 – Electronic Trainers		
	52218 – Binoculars		
	52220 – Mannequin		
	52223 – Densitometer		
	52231 – Engraver		
	52236 – Vocational Equipment		
	52237 – Teaching Machine		
	52239 – Transmitter/mike		
	52241 – Display Case		
	52245 – TV/VCR/DVD		

523 RECREATIONAL EQUIPMENT		Depreciable; profiles self explanatory	555523
	52303 – Playground Equip.		
	52305 – Television		
	52306 – Stereo		
	52307 – Pool Table		
	52311 – Basketball Goal		
	52312 – Musical Instruments		
	52317 – Venetian Blinds		
	52319 – Striking Bags		
	52325 – Weight Machine		
	52338 – VCR/DVD		
	52341 – TV/VCR/DVD Combo		
	52399 – Misc Recreational Eq.		
526 TRACTORS		Depreciable; profiles self explanatory	555526
	52600 -- Tractors		
	52606 – Tractor Attachments		
	52607 –Other Tractor Rel Eq.		
527 REST AREA EQUIPMENT		Depreciable; profiles self explanatory	555527
	52701 – Display Cases		
	52702 – Office Furniture		
	52704 – Vending Machines		
528 AIRCRAFT		Depreciable; profiles self explanatory	555528
	52801 – Aircraft		
	52802 -- Engines		
529 SPREADER		Depreciable; profiles self explanatory	555529
	52901 -- Spreader	Relates to hwy construction, etc.	
530 RADIO/TELEPHONE EQUIPMENT		Depreciable; profiles self explanatory	555530
	53001 – C.B. Radio		
	53003 – Radar Speed & Dist.		
	53005 – Console/Base Station		
	53006 – Amplifier		
	53007 – Converter		
	53008 – Scanner		
	53009 – Weather Monitor		
	53010 – Battery Charger		
	53012 – Short Wave Equip.		
	53013 – Frequency Center		

	53014 – Oscilloscope		
	53015 – Power Supply		
	53017 – Monitor		
	53019 – Camera Control Unit		
	53021 – Telephone Equipment		
	53025 – Radio		
	53027 – Walkie-Talkie		
	53028 – Pager		
	53029 – Radio Mobile Unit		
	53040 – Misc. Radio/Tel Eq.		
531 WINDOW AIR CONDITIONER		Depreciable; profiles self-explanatory	555531
	53101 – Window Air Conditioner		
532 FIELD CROP AGRICULTURAL EQUIPMENT		Depreciable; profiles self-explanatory	555532
	53201 – Bins		
	53202 – Agricultural Disc		
	53203 -- Harvester		
	53205 – Planter		
	53206 – Plow		
	53207 – Pump		
	53208 – Rake		
	53210 – Chemical Applicator		
	53213 – Shredder		
	53214 – Sprayer		
	53216 – Chopper		
	53217 -- Bagger		
	53219 – Wagon		
	53222 – Grain Drill		
	53223 – Feed Mixer		
533 OTHER FARM/AGRI EQUIPMENT		Depreciable; profiles self-explanatory	555533
	53302 – Rototiller		
	53303 – Sod Cutter		
	53306 -- Combine		
534 BOATS, MOTORS & OTHER MARINE EQUIPMENT		Depreciable; profiles self-explanatory	555534
	53407 – Motorized Watercraft		
	53409 – Outboard Motors		
	53413 – Row Boat – Metal		
	53414 – Row Boat -- Wood		
	53499 – Misc. Boats, Motors, & other Marine Equipment		

536 WEAPONS & RELATED RIOT CONTROL EQUIPMENT		Depreciable; profiles self-explanatory	555536
	53601 – Pepper Fog/Stun Gun		
	53602 – Handgun		
	53607 – Metal Detector		
	53609 – Portable Target Sys.		
	53611 – Handcuffs		
	53614 – X-ray Security System		
	53699 – Misc. Police Equip.		
537 WEIGH STATION EQUIPMENT		Depreciable; profiles self-explanatory	555537
	53701 – Scales		
538 LANDSCAPING EQUIPMENT		Depreciable; profiles self-explanatory	555538
	53802 – Lg. Landscaping Equip		
539 SHOP EQUIPMENT		Depreciable; profiles self-explanatory	555539
	53902 – Buffer/Polisher		
	53903 – Drill		
	53904 – Drill Press		
	53905 -- Lift/Jack(hydr/scissor)		
	53906 – Lathe Metal		
	53908 – Metal Detector		
	53909 – Testing Equipment		
	53911 – Sander		
	53913 – Power Saws		
	53915 – Welders		
	53716 – Electric Shears		
	53918 – Sewer Auger		
	53920 – Pressure Cleaner		
	53921 – Grinder		
	53922 – Battery Charger		
	53923 – Torque Wrench		
	53924 – Tire Wrench		
	53928 – Air Cleaner		
	53929 – Paint Sprayer		
	53930 – Tool Chest		
	53921 – Engine Analyzer		
	53934 – Ladder		
	53937 – Chain Hoist		
	53938 – Lube Gun/Equip.		
	53942 – Freight Dolly		
	53946 – Forklift		
	53948 – Wheel Balancer		
	53949 – Key Making Machine		

	53950 – Blower		
	53952 – LP Gas Tanks		
	53757 – Generator		
	53962 – Roto Rooter Marpack		
	53964 – Wheel Aligner		
	53968 – Die & Tap Set		
	53969 – Underground Tank		
	53970 – Gas Pump		
	53971 – Aboveground Tank		
	53972 – Air Operated Tools		
	53976 – Hydraulic Press		
	53979 – Pallet Truck		
	53980 – Metal Shears		
	53982 – Misc. Tools		
	53994 – Heat Gun		
	53997 – Metal Milling Machine		
	53999 – Misc Shop Equipment		
540 MAINFRAME COMPUTERS & PERIPHERAL DEVICES		Depreciable; not to include costs of maintenance contracts, which should be expensed	555540
	54002 – Cassette Reader		
	54003 – Mainframe CPU		
	54004 – Disk		
	54005 – Disk Drive		
	54007 – Key/Card Punch Mach		
	54008 – Key Verifier		
	54009 – Mainframe I/O Device		
	54010 – Print Controller		
	54012 – Tape Controller		
	54013 – Tape Drive		
	54014 – Data Terminal		
	54015 – Module Video Supp.		
	54017 – Controller 658		
	54018 – Multiplexor Board		
	54020 -- Controller 657		
	54021 – Memory		
	54022 – Switching Unit		
	54024 – Teletype		
	54027 – Console		
	54028 – Power Distrib Unit		
	54029 – Multi Commun. Unit		
	54030 – Card Reader		
	54031 – Card Reader Punch		
	54032 – Modem		
	54034 – Midrange CPU		
	54037 – Reproducing Equip.		

	54044 – Micro Computer		
	54045 – Data Line Tester		
	54046 – Battery Backup		
	54047 – Comm. Controller		
	54048 – Network Switches		
	54049 – Backup System		
	54050 – Network Router		
	54051 – Network WAN Equip		
	54055 – Midrange I/O Device		
	54099 – Misc.		
541 CAMERA EQUIPMENT		Depreciable; profiles self-explanatory	555541
	54102 – 35MM Camera		
	54103 – Developing Tank		
	54105 – Microfilm Camera		
	54106 – Digital Camera		
	54108 – Polaroid Camera		
	54109 -- Projector		
	54111 – Video Equipment		
	54114 – ID Camera		
	54115 – Camera Case		
	54116 – Photo Enlarger		
	54117 – Lens		
	54118 – Movie Camera		
	54119 – Visual Equipment		
	54199 – Misc. Camera & Equip		
542 FIRE FIGHTING EQUIPMENT		Depreciable; profiles self explanatory	555542
	54201 – Fire Truck		
	54203 – Pump		
	54204 – Oxygen Tank		
	54210 – Fire Control System		
	54217 – Sound Level Meter		
543 TRASH DUMPSTER		Depreciable; profiles self explanatory	555543
	54301 – Trash Dumpster		
544 MICROFORM, READER & REPRODUCING EQUIPMENT		Depreciable; profiles self explanatory	555544
	54401 – Reader		
	54402 – Reader/Printer		
	54406 -- Camera		
553 COMPUTER SOFTWARE		Amortizable; includes software for mainframe, midrange and	555553

		PCs; Category extended to include PC software and amortize as required by GASB 51	
	55303 - Mainframe Apps	Mainframe software applications	
	55305 - Mainframe Op Sys	Mainframe operating software	
	55325 - Storgeware Apps	Software supporting Storage Area Network (SAN) & disk storage	
	55334 –Mid Range Apps	Midrange application software	
	55335 –Midrange Op Sys	Midrange operating software	
	55337 PC Apps	PC Software Applications	
	55340 -- Websites		
554 COMPUTERS AND ACCESSORIES		Depreciable; profiles self-explanatory; not to include costs of maintenance contracts, which should be expensed	555554
	55401 – PC CPU		
	55402 – PC Keyboard		
	55403 – Laptop/notebk PCS		
	55404 – PC Monitor		
	55405 – PC Printer		
	55406 – PC Dot Matrix Prntr		
	55407 – PC Laser Printer		
	55408 – PC Plotter		
	55409 – PC Intrnl Upgrade		
	55411 – PC Intrnl Disk Drive		
	55413 – PC Memory Exp Bd		
	55415 – PC Modems -Extrnl		
	55416 – PC Peripherals		
	55418 – PC External Disk Dr		
	55419 – PC Extrnl Tape Dr		
	55420 – Ext Expansion Unit		
	55422 – Other PC Equip		
	55450 – Storage Server		
	55451 – Storage Serv I/O Dev		
556 COMPUTER DATA FILE		Depreciable; profiles self-explanatory	555556
	55610 – Auto Call Dist		
	55650 – Network Equip		

601 INTERSTATE ROADS		Non-depreciable; INDOT modified approach	552601
	60100 – Interstate Roads		
602 NHS ROADS		Non-depreciable; INDOT modified approach	552602
	60200 – NHS Roads		
603 NON NHS ROADS		Non-depreciable; INDOT modified approach	552603
	60300 – Non NHS Roads		
604 INTERSTATE BRIDGES		Non-depreciable; INDOT modified approach	552604
	60400 – Interstate Bridges		
605 NHS BRIDGES NON INTERSTATE		Non-depreciable; INDOT modified approach	552605
	60500 – NHS Bridges Non Interstate		
606 NON NHS BRIDGES		Non-depreciable; INDOT modified approach	552606
	60600 – Non NHS Bridges		
607 STATE INSTITUTION & PROPERTY ROADS		Non-depreciable; INDOT modified approach	552607
	60700 – Roads at State Institutions or Properties		
608 STATE INSTITUTION & PROPERTY BRIGDES		Non-depreciable; INDOT modified approach	552608
	60800 – Bridges and State Institutions or Properties		
614 DNR INFRASTRUCTURE		Depreciable	552617
	61400 – Dams; DNR Infrastructure		

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8.5.3 *Capital Asset Reports*

8.5.3.1 *Master Asset Report*

8.5.3.2 *Asset Transaction Report*

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